

State of Vermont
Contract Administration
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<http://vtrans.vermont.gov/>

Agency of Transportation
Finance & Administration

May 11, 2022

RFP ADDENDUM # 1

RE: Request for Proposals – Fixed Base Operators Services for

- Edward F. Knapp State Airport (MPV) Berlin Vermont
- Morrisville-Stowe State Airport (MVL) Route 100, Morrisville Vermont

The Request for Proposals (RFP) for the above-mentioned services has been modified to accommodate the request for site visits at the airports.

Extension of Due Date:

The RFP Due Date has been extended until **Monday, May 30, 2022** prior to 2:00 pm.

The Request for Proposals (RFP) for the above-mentioned services has been modified to clarify the RFP by addressing the following questions:

1. Is it possible to get a tour of the Facilities at MVL-Morrisville?

A: A tour/site visit for the Morrisville-Stowe State Airport (MVL) Route 100, Morrisville Vermont has been scheduled for Wednesday, May 18, 2022 at 9:00 am. Please meet at the terminal building prior to 9:00 am.

A tour/site visit for the Edward F. Knapp State Airport (MPV) Berlin Vermont has been scheduled for Wednesday, May 18, 2022 at 1:00 pm. Please meet at the terminal building prior to 1:00 pm.

All attendees will be required to sign in. The tour/site visit is optional and not required to provide a proposal for FBO services.

2. Are the fuel tanks at Morrisville-Stowe Airport only 5,000 gallon in size vs 12,000? How does this effect the cost of fuel as the smaller tanks do not allow for a full load of fuel to be delivered.

A: All of our State Owned Airports share loads and are coordinated between the airports to ensure that a full load of fuel can be delivered and reduce the costs associated with a partial load.

3. Please let me know the process and timeline for the bid.

A: All the information regarding the process and timeline for the bid can be found within the RFP. The RFP is located here: <https://vtrans.vermont.gov/contract-admin/bids-requests/services>

4. What does the State look for in rent for the airport and its' facilities? Is there any payment to the prospective new management for its services?

A: The State doesn't rent out the airport, but we do have the facilities listed in the RFP for each airport that are available to lease by the FBO.

Rental at current rates for these assets –

Morrisville-Stowe State Airport

- **Storage Hangar - \$1,600.00 annual**
- **Fuel Farm - \$630.00 annual**
- **Tie Downs - \$2.90 each per month**
- **Gross Receipts - \$1,100.00 per month or 1.5% of gross receipts (income from aircraft storage, maintenance, and repairs. Not from sales of parts, aircraft sales and rental, ramp services, charter services training, fuel sales and concessions) whichever is greater**
- **Fuel Flowage Fee \$.07 per gallon**
- **Maintenance and Utility fee - \$4,000.00 annually**

Knapp State Airport

- **Storage Hangar - \$3,811.75 annual**
- **Terminal Building - \$789.25 annual**
- **Tie Downs \$2.90 each / month**
- **Fuel Farm - \$630.00 annual**
- **Fuel Flowage Fee \$.07 per gallon**
- **Gross Receipts - \$1,100.00 per month or 1.5% of gross receipts (income from aircraft storage, maintenance, and repairs. Not from sales of parts, aircraft sales and rental, ramp services, charter services training, fuel sales and concessions) whichever is greater**
- **Maintenance and Utility Fee - \$4,000.00 annually**

5. Where has the FBO procured revenues from in the past and what do they look like?

A: Each FBO has a list of services they choose to provide. Our agreements are open to a variety of services that will make the business plan for the FBO work. Some of the options are fuel, flight school, maintenance, aircraft painting, rental cars, food service, parking/tie downs, hangar space for rent, refurbishing, charter service, avionics, deicing, sales of aircraft and parts sales.

6. Does the new manager lease the facility from the State? If so, how much is that lease?

A: Yes, see answer to Item # 4 above.

7. Does the airport receive any money from State/Fed to operate and if so, what is that amount?

A: Operations (keeping the runway and infrastructure open for use, buildings in good repair, etc.) of the airport are the responsibility of VTrans. We have funds that are approved in our budget annually to do this work. There are no funds paid to the FBO for providing the services they provide at the airport.

8. Who is currently the fuel vendor and will the FBO be responsible for securing vendor contract?

A: Both airports currently are supplied fuel through Titan Fuels. The FBO is responsible for this agreement and the choice of providers is theirs.

9. Can you provide fuel usage history for the last 5 years?

A:

YEAR	KMVL AvGas Gallons	KMVL Jet A Gallons	KMPV AvGas Gallons	KMPV Jet A Gallons
2014	14,370	17,882	18300	17100
2015	19,414	23,353	19000	25800
2016	19,808	21,312	16000	30400
2017	19,414	23,776	20000	32000
2018	9,640	24,070	17000	27000
2019	11,236	19,470	18800	48250
2020	10,721	15,658	13300	37000
2021	6,555	10,336	17750	37500
TOTAL	111,158	86,323	140,150	254,800

10. How much is the performance bond?

A: At this time VTrans will not require a performance bond. We reserve the right to require one if circumstances change in the future.

11. Does the FBO need to provide flight instruction services at Morrisville?

A: No, but you should have an option available to provide for inquiries even if it is to send them to another entity that provides services.

12. Who is responsible for the Spill Prevention Control & Countermeasure (SPCC) and Storm Water, Pollution Prevention Plan (SWPPP) plans?

A: SPCC is VTrans responsibility. STPPP - If it is the SWPPP (stormwater pollution prevention plan) required under the MSGP (multi sector general permit) then according to the TS4 permit “Where an airport transportation facility has multiple industrial operators that discharge stormwater, each individual operator must obtain coverage under a NPDES stormwater permit. To obtain coverage under this permit, all such operators’ discharges must be eligible under Part 2.2, and such operators must have SIC Codes listed in Table 2 and must submit NOIs, per Part 3”. What currently happens is that we help them apply as co-permittees, we (VTrans) develop the SWPPPs, we do the annual inspections/trainings and quarterly monitoring...essentially all the compliance work.

Sincerely,

Doreen L. Carminati

Doreen L. Carminati
Administrative Services Manager III

cc: Contract Manager
Project File